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## Commission Meeting

August 26, 2003 @ 3:00 p.m.

Department of Education 1135 Lincoln Street, Conference Room E - Red Bluff, CA 96080

### MEETING MINUTES

In Attendance: Paula Brown-Almond, Bob Douglas, Jeannie Jacobs, Mildred H. Johnstone, Connie Massie, George Russell, and Gloria Lofthus.

Absent: Christine C. Applegate

#### 1. PUBLIC COMMENT

#### 2. **CONSENT AGENDA:** These items include routine fiscal and administrative actions to be approved by a single majority vote.

- 2.1. Commission Mildred H. Johnstone made the motion to approve the Consent Agenda as submitted, Commissioner Bob Douglas seconded, motion carried 6-0 (this agenda item was heard prior to Gloria Loftus entering the meeting, therefore only 6 members were present).

#### 3. **REGULAR AGENDA**

##### 3.1. INFORMATIONAL – Director's Report

- Director Snider gave out the 2004 Calendar of Meetings and the Commission received the updated Yearly Calendar of Events.
- Creative Learning Center Media Event: First 5 Tehama organized a media event for the Grand Opening and ribbon cutting ceremony of the Creative Learning Center on August 1, 2003. Speakers included Commissioners Mildred Johnstone and Bob Douglas; North Valley Service's Chief Executive Officer, Lynn De Freece and the Learning Center's Director, Barbara Loucks; and Mark Lathrop from Sierra Pacific. It was by all accounts a highly successful event. The Creative Learning Center opened its doors for services on Monday, August 4. The center serves up to 100 children including infants and toddlers and offers preschool as well as quality childcare through school age. The center has 55+ enrolled after just 4 weeks of services.
  - Includes 16 babies in the Baby Room.
  - A few children are coming in the evenings and it has definitely been a learning and challenging experience for the staff.
  - Commissioners and the community are invited to come by any time to see the progress.
  - Barbara Loucks plans to attend a Commission meeting soon with a full report.
- Community Based Organization Outreach Program Update: As previously reported, Maria Valesquez (True North) is providing outreach services for Tehama County – since September of 2002 the following services have been provided:

- Attended 5 county events, distributed 893 tips sheets in English and Spanish to parents/care givers, and gave out 1439 puppets to children ages under 5 years of age (Events included: Corning Fair; Manton Apple Festival; Children's Fair; and Cinco De Mayo)
- Visited 12 agencies/local non profits and distributed 510 tips sheets in English and Spanish to parents/care givers, and gave out 1185 puppets to children ages under 5 years of age (Agencies/Local Non Profits included: Even Start Literacy Program; First Church of God Preschool; Passages & MOMs Programs; Foster Care Association; CalSafe Program; Bright Beginnings Preschool; and Head Start)
- Director Snider reported that First 5 Tehama was approved for the CRI funds and will directly coordinate and administer the activities through the Local Child Care Planning Council. This pilot project will increase retention incentives for early care and education staff by \$40,000 as it applies to the LCCPC and CCRE participants and will expand on programs currently provided by both of these agencies.

### 3.2. INFORMATIONAL – Project Updates

#### **GRANTEE..... Child Care Referral and Education**

**Grant Type**..... Direct Services

**Funding Cycle**..... October 1, 2002 – September 30, 2005

**Project Coordinator**..... Michelle Kinner

**Grant Award** ..... \$240,000.00

**Project Description:** Provides outreach, support and training activities for license-exempt child care providers and Spanish-speaking potential providers through home visits, outreach, workshops, technical assistance, and community presentations. Will work to increase parents, providers, and community knowledge of the benefits of quality child care, childhood development, and healthy and safe home environments.

#### **Project Status for Period April – June 2003:**

- License-Exempt Child Care Workshops/Activities:
  - Trainings Report:
    - 25 in Red Bluff Area
    - 12 in Spanish – 21 in English
    - 28 Providers Served – (family based/early care/education providers)
- License-Exempt Child Care Home Visitor Program:
  - 14 Home Visits to 14 separate providers
    - These providers serve a total of 8 children under 3 years of age and 9 children 3-5 years of age.
    - 1 provider is Spanish speaking; 13 English
    - 14 packets were distributed
- Outreach/Recruitment of Spanish Speaking Child Care Providers:
  - 19 Events/Packets Distributed
  - 16 Participants (unduplicated)
  - 120 Participants received Technical Assistance
  - 5 Technical Assistance Events
  - 3 Outreach Events

3.3. INFORMATIONAL – School Readiness Initiative (S-R-I) Update:

- On Monday, August 4, the Commission office was notified that both School Readiness proposals have been fully approved. The State Commission has a two step notification process which takes approximately 5 weeks; however, this does not prevent us from moving forward immediately. First 5 Tehama is the contracting authority for the State and County part of partnership and has scheduled a contract meeting with Gerber and Los Molinos Elementary Schools on Monday, September 8, 2003.

The Commission will be involved in selecting a coordinator that would be split between both S-R-I programs; Jeannie Jacobs and Bob Douglas both expressed interest in being on the personnel committee. Director Snider will pass this information onto the administrators of the S-R-I programs from each district.

3.4. ACTION – Quarterly Financial Report (Final 02/03):

- Commissioner Bob Douglas made the motion to approve the Final Quarterly Financial Report for the period ending June 31, 2003 as submitted, Commissioner Jeannie Jacobs seconded, motion carried 7-0.

3.5. ACTION – Budget Adjustment

- Approval of transfer of \$3,150.00 from Account #59000 Contingency to Account #53150 Insurance. This increase will cover an increase of \$1500 for SLIP and \$1650 for Crime Bond Insurance premiums not covered in the original approved budget.
- Approval of transfer of \$400.00 from Account #59000 Contingency to Account #51031 Unemployment Insurance. This increase will cover new personnel expense premiums not covered in the original approved budget.

Commissioner George Russell made the motion to approve the budget adjustments as submitted, Commission Gloria Lofthus seconded, motion carried 7-0.

3.6. ACTION – Evaluation Design:

- Director Snider distributed the revised Evaluation Design as outlined by Consultant Cathy Minicucci. This information was reviewed and discussed at the Annual Commission Workshop in August. The Evaluation Design will be revisited annually with adjustments made as needed; the document will also be posted on the web for public review. Staff recommends approval of the Evaluation Design which will become an addendum to our Strategic Plan.

Commissioner Jeannie Jacobs made the motion to approve the Evaluation Design document as submitted, Commissioner George Russell seconded, motion carried 7-0.

3.7. DISCUSSION – Annual Commission Workshop and Strategic Plan Review:

- Commission reviewed and discussed action plans developed from the Annual Workshop held on August 5, 2003. The action plan road maps timelines through the 2004 fiscal year as it pertains to consultants, the Executive Director, and Commissioner responsibilities. This document will continue to be revisited for updates and status reports.
- Item 1.9 Interagency Coordination Council (IACC) and Commission will work together on collaboration process to document current capacity and scope of agency services: Director Snider met with IACC chairperson regarding possible collaboration. IACC

chairperson will take the lead to organize, agendize, and propose to Council revisiting previous topic of community/organization capacity building.

- Goal 9 – Children will have positive dental health outcomes: Commissioners brainstormed ideas of how it would be most beneficial to tackle this important but very over whelming issue in Tehama County. The Commission reserves the idea of approaching a possible funding source with the idea of a contained financial pilot project with the collaboration of other like programs. The Commission changed the task from a “doing” to a “catalyst” mentality including various partners. This topic will be brought back to the table in the Spring following conversations with Health Partnership and the Dental Task Force.

3.8. INFORMATIONAL – Commissioner Updates

- Commissioner Bob Douglas announced that he now has a personal interest in the Creative Learning Center as his newest grandson is enrolled at the facility.
- Public Hearing Next Month: 2002-03 Annual Report & Audit.

3.9. ADJOURN

**Next meeting RESCHEDULED September 30, 2003**